

HAYDON WICK PARISH COUNCIL

Minutes of the Policy & Finance Committee of Haydon Wick Parish Council held on Tuesday 25th June 2019 at 7.30 pm in the Parish Council Offices, Thames Avenue, Haydon Wick.

ATTENDANCE

MEMBERS: Councillors S Callen (Chairman), L Brown, S Fateru, S Heyes, D Rodgers, A Roupelis, V Manro and R Worman.

OFFICERS: Clerk, Georgina Morgan-Denn
Administrator, Sandra Kelly

PF 21 APOLOGIES

Apologies were received from Councillors J Fuller (Holiday) and R Hailstone (Holiday). Their apologies and reasons were accepted. No apologies received from Cllr R Venkatesh.

PF 22 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

PF 23 PUBLIC PARTICIPATION

There were no members of the public present.

PF 24 CHAIRMAN'S ANNOUNCEMENTS

Apologies were received from the Chairman Cllr L Brown for breaching Standing Orders and from Cllr D Rodgers for interrupting proceedings at the Policy & Finance Meeting held on 28th May 2019.

PF 25 MINUTES

Members received and approved the minutes of the Policy & Finance Committee Meeting held on Tuesday 28th May 2019.

Proposed: Councillor S Fateru Seconded: Councillor V Manro

Vote: Agreed with one (1) abstention.

RESOLVED: the minutes of the Policy & Finance Committee Meeting held on Tuesday 28th May 2019 be agreed and signed as a correct record.

PF 26 COUNCILLOR REPORTS

BROWN: Mouldon Park Lake broke its banks but as it is a designated flood plain there is no cause for concern. Green waste fly tipping is taken place at Charmind Close and requests the Office send letters to residents and check with SBC if this type of waste tipping is allowed. Queen Elizabeth Drive / Aiken Road green area fencing need repairing.

WORMAN: Queried HWPC badges for Councillors. Councillors were asked to provide contact details of any suppliers.

PF 27 CLERK'S REPORT

Banking Mandates changes are in process as are the Primary User changes. Barclaycard credit card full payment direct debit will commence from July's statement. In the process of removing the Assistant Clerk from the account and

will be giving both Administrators the authorisation to talk them about our account.

Items for the next agenda send to in with usual minimum of week timescale prior to the meeting. Items coming up will be: Wiltshire Council sharing information charter (Vinay), Policy Review table (Sandra), Internal Auditor's recommendations to implement in 2019/20 and progress (George), GDPR Update (DPOs), Recent financial scrutiny checks - hand dryers and waste disposal account (Sandra).

PF 28 FINANCIAL REGULATIONS & AUTHORISATION LIMITS

The meeting received the draft Financial Regulations now updated to include procurement regulations introduced in 2015. After discussion and some amendments, which included a clause to give the Clerk delegated authority for expenditure up to £5,000 for extreme risks, the meeting resolved to Recommend the draft set of Financial Regulations and Authorisation limits to Full Council on 16th July 2019. There was a query regarding a business case for Clary Road prior to its purchase and it was agreed to add for further discussion at July's meeting.

Proposed: Councillor D Rodgers **Seconded: Councillor V Manro**
Vote: Agreed with one (1) abstention.

RESOLVED: To recommend to Full Council on 16th July 2019 the Financial Regulations and Authorisation Limits.

PF 29 PROCUREMENT POLICY

The meeting received the draft Procurement Policy and after discussion, the meeting resolved to Recommend the draft policy to Full Council on 16th July 2019.

Proposed: Councillor A Roupelis **Seconded: Councillor R Worman**
Vote: Agreed unanimously.

RESOLVED: To recommend to Full Council on 16th July 2019 the Procurement Policy be adopted.

PF 30 BANKING DAILY LIMIT

The Administrator informed the meeting in order to trigger a second banking authorisation process it was necessary to reduce the Administrators' Banking Daily limit from £5,000 to £500. The meeting discussed and agreed to reduce the limit. Additionally, the Chair of Policy & Finance added as the backup signatory in the absence of the Clerk.

Proposed: Councillor D Rodgers **Seconded: Councillor S Heyes**
Vote: Agreed unanimously.

RESOLVED: To reduce the Administrators' Banking Daily Limit from £5,000 to £500 and to add the Chair of Policy & Finance as backup signatory in the absence of the Clerk.

PF 31 SAVINGS PROPOSAL

A Savings Proposal was considered and after discussion Councillor Manro proposed that an investment of £200,000 should be made in the short-term investment account due to the current Brexit position and not to commit to

anything long term. A review will take place in November. This recommendation will be taken to Full Council in July 2019.

Proposed: Councillor V Manro **Seconded: Councillor R Worman**

Vote: Agreed unanimously.

RESOLVED: To recommend to Full Council on 16th July 2019 an investment of £200,000 in the short-term investment CCLA's PSDF and a review will take place in November 2019.

PF 32 **CCTV POLICY**

The Administrator presented the CCTV Policy. Councillor Rodgers requested the trained personnel incorporate DBS checks. The Policy requires that the Council have trained personnel only who can view the data recorded. It was proposed that the nominated personnel should include the Clerk, an Officer and a Councillor. As further questions were raised regarding our liabilities and responsibilities, it was decided that the Policy should be accepted provisionally in its current format and that once training has been undertaken, the Policy can be updated in line with the outcomes of that training.

Proposed: Councillor S Callen **Seconded: Councillor A Roupelis**

VOTE: Agreed unanimously.

RESOLVED: To accept the Policy as a working document and to review it once the training has taken place. The cost of training to be taken from the Councillor training budget (4021/101).

PF 33 **FINANCIAL REPORTING / SCRUTINY**

Committee noted the budget report for Month Two (May 19) and discussed future financial reporting requirements. The meeting requested:

- Monthly variances report
- Quarterly cost centre and previous performance reports
- To review the Council's fuel costs (to be brought to a future meeting).

PF 34 **EXCLUSION OF PUBLIC & PRESS**

RESOLVED: in accordance with Standing Order 3 (d) that 'in view of the confidential nature of the business about to be transacted and in the public interest, that the press and public be temporarily excluded and they be instructed to withdraw'. Reason: Insurance Claim.

NOTED: the verbal update concerning ongoing insurance claims. It was requested that the Clerk checks when the resolution not to admit liability for the claims was passed at Committee and to continue to pursue an update from the insurance company.

The meeting closed at 9:05 pm

Chairman: